



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 047

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant, FSN-105-07

OPENING DATE: August 13, 2008

CLOSING DATE: September 01, 2008

WORK HOURS: Full-time; 40 hours/week
(Sunday through Thursday)

The United States Agency for International Development (USAID) in Bangladesh is seeking applications for the PSC position of Administrative Assistant in the Executive Office.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

WHO MAY APPLY: All Bangladeshi nationals. Women and minorities are encouraged to apply.



BASIC FUNCTION:

Serves as the Administrative Assistant to the Supervisory Executive Officer (S/EXO) and the EXO team. Performs a variety of administrative and clerical support activities for the EXO Team and S/EXO in order to strengthen the ability of other mission teams to achieve development results through the provision of EXO support and services. Performs a key role in consolidating, packaging, and distributing mission-wide information to avoid redundancy of effort, eliminate errors, provide uniformity of data, and increase efficiency. In addition, provides support in the areas of procurement and travel authorizations as needed.

MAJOR DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE SUPPORT:

As Administrative Assistant to the Supervisory Executive Officer, receives visitors, screens telephone calls, makes appointments, prepares and collects background data when required, and disseminate routine information to assist team in their ability to accomplish strategic objectives. Strives to provide quality resources and optimum working environment conditions through but not limited to the following:

Maintains Supervisory Executive Officer's calendar, makes travel arrangements, assists and/or makes arrangements for meeting and conferences. Composes non-technical correspondences, Locates and assembles information from various reports, briefings, meeting, etc. for use by EXO team. Assists in or completes short non-recurring tasks for the Executive Officer as needed. Performs follow-up with staff members to insure that various commitments made at conferences and meetings are met. Organizes and maintains record files according to the Automated Directive System (ADS) for the EXO Team. Prepares Files Plan and Vital Records for EXO Office. Plans and arranges the maintenance and preparation of information needed for budgeting exercises and reports. Organizes the flow of clerical processes in the office. Performs typing, work and data processing. Reviews outgoing correspondence and reports etc. for format, grammar and punctuation accuracy and removes or changes typographical errors. Provides telephone and receptionist services. Prepares routine correspondence, mission announcements and delegations of authority for Office Director's or Mission Directors' signature. Updates USAID visitors' arrival/departure log. Updates emergency contact information of USDHs, USPSCs and EXO staff and ensures Contractor, both FSN PSCs and Partners, contact information is updated and distributed as needed



Disseminates and maintains (hardcopies and electronic) USAID/Bangladesh Administrative Notices and Mission Orders. Advises employees on how to access and read Mission Orders, ADS, and all remaining Handbooks. Formats and issues Mission Orders and distributes hardcopies via e-mail when new orders have been issued.

Reminds Mission employees of meetings or special activities via e-mail such as Brown Bag Lunch series. In particular, responsible to advise and give instructions and information on procedures to the chief secretaries in each office on administrative matters. Maintains Leave Plan of all members of the EXO Team. Prepares Time and Attendance sheets for FSN staff and USPSCs (15 FSNs and 1 USPSC). Maintains USDH and USPSC Leave Plan. Updates Mission Activity Calendar.

Scans documents for the EXO staff and mission staff. Provides instructions to employees how to use the scanner. Helps one USAID/C&R staff and two USAID drivers prepare documentation in the computer systems for electronic storage and retrieval.

Checks/clears all electronic country clearance cables for EXO signature. Collects official mail from the Mailroom and distributes to RAA, OFM and EXO.

When needed, acts as the back-up for the Executive Assistant to the Director's Office, or other offices upon request. Provides assistance with the processing Value Added Tax coupons through the NBR.

GENERAL SERVICES SUPPORT

Shares in the responsibility to the Mission in achieving and supporting teams for delivery of overall executive administrative and management support services. Provides logistic support and acts as point of contact for USAID/Washington sponsored conferences as delegated by the Executive Officer. Advises employees on general support matters, e.g., requisitions for maintenance, including information and instructions on preparation of work order requests, requests for non-expendable and expendable property. Assists the Procurement Agent in the receipt and review of incoming requests for residential maintenance work and property and keeps an electronic log of their receipt. Assists the EXO Team in obtaining supplies, services and property from State/ICASS cost centers. Issues decisions made by the EXO team to the Mission staff. Keeps record of Team decisions, policies, and procedures and ensures widespread distribution of same for use by employees of all mission teams.



In the absence of the Supervisory Administrative Specialist, prepares international travel orders and routinely prepares domestic travel orders.

Provides logistical support to various organized events, such as retreats, off-site training, seminars and workshops.

Ensures appropriate office supplies are available. Arranges for transportation and travel requests.

Collects and maintains a myriad of data for tracking and analysis purposes, such as, training, electricity and cell phone bills.

PROCUREMENT ASSISTANCE:

Process Petty cash purchase for USAID/Dhaka mission. Answers inquiries on the procedure for procurement request to include how to prepare specifications for materials and supplies for procurements to be processed in-house or by State/ICASS Procurement. Processes administrative supply requisitions for the EXO Office. May prepare purchase orders, other simplified acquisitions instruments for the USAID Contracting Officer's approval and signature. In the absence of the Procurement Agent, may be asked to serve as negotiator and CTO for the mission in the acquisition of administrative supplies and services. May be required to develop USG cost estimates and perform analyses of vendor proposals. May make recommendations to the USAID Contracting Officer for award based on price analysis and must be capable of preparing non complicated memoranda of negotiation to document and close out procurement files.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to



organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

- 1. Education:** Completion of Higher Secondary (College) is required.
- 2. Language Proficiency:** (Level III): Good working knowledge. At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English speaking and non-English speaking persons.
(Level IV): Fluent in speaking and writing skills in English is desirable.
- 3. Prior Work Experience:** Five to seven years of progressively responsible experience in administrative areas is required.
- 4. Knowledge:** Must have good working knowledge of administrative and filing procedures. A basic knowledge of "best practices" in administration and logistics is required.
- 5. Skills and Abilities:** Must have a minimum of 50 words typing ability per minute and superior skills in using a PC, scanner and productivity improvement software such as the Microsoft Office Suite of products. Advanced abilities in Excel are required. Ability to organize and manage logistical and support services effectively. Must be able to maintain effective working relations with management and all levels of the employing agency staff. Experience with multi media or an aptitude towards audio visual equipment is desired.

HOW TO APPLY: Interested candidates are requested to submit the completed "Application for Employment as a Foreign Service National"/or a resume along with a one page cover letter stating level of education and experience that



describes incumbent's suitability for this position to USAID, Human Resources Section, Room 64, Executive Office, American Embassy, Dhaka/or GPO Box No. 2593, Ramna, Dhaka-1000, **no later than close of business: September 01, 2008. Please mention in your application that you have applied for the Executive Office Administrative Assistant position.**

Blank application forms are available at the South barrier (near the Vatican Embassy) and in the USAID Human Resources Section, Ext.2502/2503/2504. A copy is also attached at the bottom of this message for your convenience.

Only complete and up-to-date applications will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SELECTION PROCESS: After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA: The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

NOTE: Employees in probationary status are not eligible to apply. "Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."

[Application Form](#)

Clearance: PAtThomas, S/EXO (in draft) dated 08/12/08

SSaha, EXO/HR (in draft), dated 08/12/08